

DIGITAL'S MOTOR CARRIER SAFETY COMPLIANCE PROGRAM

DOCUMENT IDENTIFIER: A-MN-ELMF611-00-0 Rev A, 01-Feb-1990

ABSTRACT: This document identifies the intent, requirements, and implementation of Digital's Safety Compliance Program as it relates to Digital's trucks in the United States and its territories. It references the federal regulations upon which the program is based, and contains a summary of specific sections of the Department of Transportation's *Federal Motor Carrier Safety Regulations, Title 49 - Transportation*

APPLICABILITY: This document provides guidelines to drivers and management of Digital's trucks in the U.S. and its territories.

STATUS: APPROVED 01-Feb-1990; use VTX SMC for current status.

This document is confidential and proprietary and is the property of Digital Equipment Corporation. It is an unpublished work protected under the Federal copyright laws.

© Digital Equipment Corporation. 1990. All rights reserved.



Digital Internal Use Only

DIGITAL'S MOTOR CARRIER SAFETY COMPLIANCE PROGRAM

DOCUMENT IDENTIFIER: A-MN-ELMF611-00-0 Rev A, 01-Feb-1990

REVISION HISTORY: No previous revisions exist.

Document Management Category: Manufacturing Plant Operations (MPO)
Responsible Department: Quality/Compliance
Responsible Person: Jim Williams

APPROVAL: This document has been reviewed and recommended for approval by the general review group for its category.

Jim Williams, Quality/Compliance

Direct requests for further information to:

Jim Williams

NRO4/D6, DTN: 234-4542, Jim Williams @NRO

Use VTX SMC to order copies of this document from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

CONTENTS

1 INTRODUCTION	1
2 CONDITIONS OF EMPLOYMENT	1
3 VEHICLE INSPECTION AND MAINTENANCE	2
4 EMERGENCY RESPONSE PROCEDURES AND GUIDELINES	2
5 ACCIDENT REPORTING PROCEDURE	3
6 ACCIDENT CLASSIFICATION AND NOTIFICATION	4
7 VEHICLE BREAKDOWNS	4
8 RIDER POLICY	4
9 RECORDS	4
Appendix A ROAD TEST-DRIVER PERFORMANCE EVALUATION	5
Appendix B REPORTABLE ACCIDENTS	11
Appendix C GUIDELINES FOR DETERMINING ACCIDENT PREVENTABILITY	13
Appendix D REFERENCED DOCUMENTS	15

1 INTRODUCTION

Digital Equipment Corporation is committed to ensuring the safety of all employees and complying with regulations of all authorities having jurisdiction.

To this end, it is the intent of Digital's Safety Compliance Program to define federal and corporate requirements and to implement procedures relating to Digital's truck fleet. Digital's formal D.O.T. Safety Compliance Program is supported by safety and regulatory awareness meetings, written messages, and optional driver incentive programs.

All references to the Federal Regulations within this document are taken from the Department of Transportation's *Federal Motor Carrier Safety Regulations, Title 49 - Transportation*. Where needed, a short synopsis of specific sections of these regulations are included.

All questions and concerns related to the administration of this Program should be referred to Digital Equipment Corporation's D.O.T. Compliance Manager at NRO4-D6, (508) 351-4542 or DTN 234-4542.

2 CONDITIONS OF EMPLOYMENT

Driver selection will be accomplished by using Corporate and the Department of Transportation's (D.O.T.) *Federal Motor Carrier Safety Regulations, Title 49 - Transportation* (Section 391) guidelines.

FORMER OPERATING RECORD (Section 391.23)

There should be verification on types of equipment operated, number of accidents/types, traffic violations and arrests, license classification, license suspensions or revocations, and inquiry into a person's driving record during the three years preceding that person's employment by Digital as a driver. This information should be acquired from past employers and the appropriate agency of every state in which the driver held a motor vehicle operator's license or permit during those three years.

PHYSICAL EXAMINATION (Section 391.43)

The physical examination will be performed by the company physician every two years, adhering to D.O.T. instructions. If the doctor finds the driver to be qualified, he will complete the medical examiner's certificate as specified in the Department of Transportation regulations.

PHYSICAL CONDITION (Section 391.41)

If a driver is seriously ill or injured to the extent that his or her driving ability may be affected, the driver will be examined by the company physician before returning to work as mandated by Corporate and D.O.T. Regulations.

WRITTEN EXAMINATION (Section 391.35)

The examination that is given by Digital is specified by the Department of Transportation.

The examination must cover the examinee's knowledge of the federal *Motor Carrier Safety Regulations* and the Hazardous Materials regulations. During the examination, the person taking the test will be permitted to examine and consult a copy of the *Motor Carrier Safety Regulations* and any other material explaining those regulations. There is no time limit for completing the test and persons taking it will be so advised.

ROAD TEST (Section 391.31)

The road test will be given on the type equipment that the driver will be operating. The test will include pre-trip inspection, coupling and uncoupling, placing vehicle in motion, backing into loading/unloading areas, parking, use of the vehicle's controls, use of emergency equipment, operation of the vehicle in traffic and while passing other vehicles, turning the vehicle, braking, and slowing the vehicle by means other than braking. Refer to Appendix A.

The person giving the road test will rate the person taking the test on the prescribed form.

ANNUAL REVIEW OF DRIVING RECORD (Section 391.25)

Once every twelve months each driver's management must review the driving record of each driver.

RECORD OF VIOLATIONS (Section 391.27)

Once every twelve months drivers must prepare and furnish the company with a list of all motor vehicle violations, other than parking, for the previous twelve months.

3 VEHICLE INSPECTION AND MAINTENANCE**VEHICLE INSPECTIONS (Sections 392.7 and 396)**

Pre-trip and post-trip inspections shall be conducted. The post-trip inspection report shall be prepared in writing by every driver at the completion of each day's work for every vehicle operated by the driver. The report shall identify the motor vehicle and list any defect or deficiency discovered by or reported to the driver which would affect safety or operation of the motor vehicle or result in its mechanical breakdown.

For the pre-trip inspection, the driver is to be satisfied that the motor vehicle is in safe operating condition. The driver is also required to review the last vehicle inspection report required to be carried on the power unit, and shall sign the report only if there were defects or deficiencies noted by the driver who prepared the report. This will acknowledge that the driver has reviewed the report and that there is a certification that the required repairs have been performed.

The post-trip inspection reports listing defects or deficiencies will be reviewed at the beginning of each day by the driver. The driver will then ensure that all necessary repairs have been made and that the person making the repairs has signed the report certifying that the repairs have been made, before the vehicle is returned to service.

MAINTENANCE (Section 396)

Every motor vehicle shall be properly lubricated and free of oil and grease leaks. Maintenance must be performed following the manufacturers' specifications, as a minimum.

4 EMERGENCY RESPONSE PROCEDURES AND GUIDELINES**1. STOP AT ONCE.**

Investigate—help anyone who is injured, administer first aid if you are qualified.

2. PROTECT THE SCENE.

Protect the scene by directing traffic, placing flares or reflectors as prescribed by the Department of Transportation.

3. IDENTIFY YOURSELF.

Give your name, address, license number, registration number, and the name of Digital Equipment Corporation's insurance company. Be sure to obtain the same information about the other party.

4. IDENTIFY WITNESSES.

Get names, addresses, and phone numbers of all witnesses to the accident.

5. CONTACT POLICE.

Contact local or state police, notify them of the accident and obtain from them any reports that must be completed.

6. CONTACT DIGITAL.

If death, personal injury, serious property damage, or hazardous materials are involved, immediately notify your manager and/or Corporate Risk Management at (508) 264-6383.

7. SUBMIT THE ACCIDENT REPORT.

Complete the accident report as soon as possible, but no later than the end of the next business day. Submit this according to heading 5.

8. DO NOT DISCUSS THE ACCIDENT.

Do not discuss the accident with anyone except the police, an authorized Digital Equipment Corporation representative, or an identified representative from Digital Equipment Corporation's insurance company.

5 ACCIDENT REPORTING PROCEDURE

1. The driver must complete the required accident report(s) and submit the report(s) to his or her manager by the end of the next business day.
2. The driver's manager must review the accident report(s) for completeness and accuracy.
3. Reporting process:
 - a. The driver's manager is to report the accident to the Corporate Risk Management Claims Department.
 - b. A copy of the accident report is to be filed at the vehicle's site.
 - c. The Driver's management is to determine if the accident is D.O.T. or state reportable. Refer to Appendix B.
 - d. All classifications of accident documentation are to be forwarded to the D.O.T. Compliance Manager at NRO4-D6, (508) 351-4542 or DTN 234-4542.

Federal (Section 394.3) and/or state accident reports are to be filed within the prescribed time limit and to the applicable regulatory agency.

6 ACCIDENT CLASSIFICATION AND NOTIFICATION

1. Management has the responsibility to ensure classification of all accidents as preventable or non-preventable. Refer to Appendix C.
2. The driver is to be notified in writing of the classification determination.
3. The accident review committee is to determine contested preventability findings.
4. The driver is to be notified in writing of the findings of the review committee.

7 VEHICLE BREAKDOWNS

There are three concerns in the case of a road breakdown:

1. Protection of the public. Put the unit in such a position so as not to endanger others.
2. Protection of yourself.
3. Protection of your equipment and cargo (Sections 392.22 and 393.95).

Once these concerns have been satisfied, notify your supervisor.

8 RIDER POLICY

Unauthorized persons are not to be transported in Digital Equipment Corporation trucks (Section 392.60).

Non-Digital employees are not to be transported in Digital Equipment Corporation trucks.

9 RECORDS

The following reports will be kept and maintained in accordance with Department of Transportation Regulations:

1. Driver qualification files (Section 391.51)
2. Accident reports (Section 394.9)
3. Inspection and maintenance reports and records (Section 396)
4. Driver's record of duty status (Section 395.8)

In addition, Digital requires that accident reports be filed.

APPENDIX A**ROAD TEST-DRIVER PERFORMANCE EVALUATION**

Drivers Name _____ License # _____ State _____ Exp. Date _____

Equipment: Truck or Tractor _____ Trailer(s) _____

Miles Tested _____ from _____ to _____

Mark S for satisfactory; U where performance is unsatisfactory; O does not apply.

1. PRE-TRIP INSPECTION

Driver checks:

General condition approaching unit	_____
Oil, water fuel leaks	_____
Fuel, oil and water levels	_____
Tires, lights, reflectors	_____
Fifth wheel	_____
Air hoses, electrical connections	_____
Suspension points, steering	_____
Service and parking brakes, T.P. valve	_____
Wipers, mirrors, horn and gauges	_____
Emergency equipment	_____
Placards if needed	_____
Cleans windshield, windows, mirrors, lights, reflectors	_____

2. COUPLING AND UNCOUPLING

Lines up unit	_____
Hooks glad hands and lights before coupling	_____
Applies trailer brakes before backing tractor	_____
Backs under slowly	_____
Tests hook-up under power	_____
Visually checks hook-up	_____
Secures landing gear in highest position	_____
Follows proper procedures for uncoupling	_____

3. PLACING VEHICLE IN MOTION

Uses seat belts	_____
Puts transmission in neutral	_____

3. PLACING VEHICLE IN MOTION (continued)

Starts motor without difficulty	_____
Allows proper warm-up	_____
Builds full air pressure before starting	_____
Checks brakes within 100 feet of starting	_____
Checks and understands instruments	_____
Starts unit in motion smoothly	_____
Uses clutch properly	_____
Maintains proper engine RPM	_____
Times gear shift properly	_____
Uses proper gear sequence	_____
Shifts gears smoothly	_____

4. VEHICLE CONTROLS AND EMERGENCY EQUIPMENT

Knows how air brakes work	_____
Knows proper use of parking brake	_____
Know proper use of T.P. valve	_____
Understands low air warning	_____
Understands use of 4-way flashers	_____
Uses proper headlight beam	_____
Dims lights when meeting others	_____
Dims lights when following others	_____
Adjusts speed to range of lights	_____
Knows how to replace fuses	_____
Knows how to use fire extinguisher	_____
Knows placement of warning devices	_____
Knows placement position of chocks	_____

5. OPERATING IN TRAFFIC

Intersections and turning:	
Enters intersections prepared to stop	_____
Checks for cross traffic	_____
Yields to others	_____
Signals intentions proper distance in advance	_____
Gets in proper lane well in advance of turn	_____
Turns only when way is clear	_____
Blocks traffic from curb side of turn	_____
Signs and Signals:	
Looks ahead for signs and signals	_____
Approaches signs and signals prepared to stop	_____
Slows vehicle gradually	_____
Comes to complete stop at stop signs	_____
Starts slowly from stopped position	_____

5. OPERATING IN TRAFFIC (continued)

R.R. Grade Crossings:

Adjusts speed to crossing conditions	_____
If required, comes to complete stop required distance from crossing	_____
Avoids shifting gears while crossing	_____

Passing:

Allows sufficient space for passing	_____
Passes only when there is long-term advantage	_____
Passes only in safe location	_____
Signals when changing lanes	_____
Alerts driver ahead of intentions to pass	_____
Proceeds in proper lane	_____

Speed:

Observes posted speed limit	_____
Needs training	_____
Unsatisfactory	_____
Uses timed interval following distance	_____
Observes speed limit consistent with conditions	_____
Maintains steady speed on open road	_____
Adjusts speed for curves, other danger zones	_____

General:

Grips steering wheel properly	_____
Good driving posture	_____
Centers vehicle in driving lane	_____
Reads traffic lights in advance	_____
Evaluates traffic patterns early	_____
Aware of traffic around unit	_____
Frequent use of mirrors	_____
Avoids being boxed in	_____
Makes eye contact with others	_____
Alert to live parking	_____
Makes good driving decisions	_____

6. BACKING AND PARKING

Backing:

Avoids unnecessary backing	_____
Checks area before backing	_____
Avoids backing from blind side	_____
Warns others when backing	_____
Makes smooth backing maneuver	_____
Uses mirrors to good advantage	_____

City Parking:

Selects safe area to park	_____
Parks to avoid backing when leaving	_____
Parks correct distance from curb	_____
Keeps pull-ups to a minimum	_____
Secures units:	
Turns wheels to curb	_____
Sets brakes	_____
Put in gear	_____
Shuts off engine	_____
Uses chocks	_____
Locks unit	_____
Checks traffic and signals when pulling from curb	_____

Road Parking:

Selects safe area for parking	_____
Parks well off roadway	_____
Turns on warning flashers	_____
Properly places warning devices	_____
Secures unit:	
Sets brakes	_____
Put in gear	_____
Shuts off engine	_____
Uses chocks	_____
Locks unit	_____
Checks traffic and signals when pulling onto roadway	_____

7. BRAKING AND SLOWING

Brakes as soon as need is recognized	_____
Avoids sudden stops	_____
Stops smoothly without excessive fanning	_____
Stops and restarts without rolling back	_____
Uses trailer brakes to start on grade	_____
Tests brakes at top of hills	_____
Gears down to descend grades	_____
Uses brakes properly on grades	_____
Keeps check on air gauge	_____

General Performance: Satisfactory _____ Needs Training _____ Unsatisfactory _____

Explain Additional Training Planned _____

Qualified for: Tractor Trailer _____ Truck _____ Other (specify) _____

Signature of Examiner _____ Date _____

APPENDIX B

REPORTABLE ACCIDENTS

DEPARTMENT OF TRANSPORTATION (Section 394)

A reportable accident is one that results in one or more of the following conditions.

- a. Death of an individual
- b. Injury to a person requiring immediate medical treatment away from the scene of the accident
- c. Estimated or actual total property damage of \$4400 or more

If a death results within 24 hours of an accident, the motor carrier must contact, by telephone or in person, the Director, Regional Motor Carrier Safety Office of the Federal Highway Administration Region in which the carrier's principal place of business is located. This is to be done as soon as possible after the accident. The motor carrier must provide the information specified in the *Federal Motor Carrier Safety Regulations, Title 49 - Transportation*.

In addition, the carrier must file the original and two copies of Form MCS 50T (property) or Form MCS 50B (passengers), completed as specified in Section 394.20 of the *Federal Motor Carrier Safety Regulations*. These forms shall be filed within 30 days after the motor carrier learns or should have learned that a reportable accident occurred.

If, after a motor carrier has filed his report, a person dies within 30 days as a result of the accident, the motor carrier must submit written notice of the death to the Director, Motor Carrier Safety Office with whom he filed the accident report. This written notice shall be submitted as soon as possible after the death, and not later than the close of the first business day following the day on which the motor carrier learns of the death.

STATE

Reportable accident criteria vary from state to state. Therefore, you must check with the state agency having jurisdiction in the state in which the accident occurred.

IMMEDIATE NOTIFICATION OF FATAL ACCIDENTS (Section 394.7) When preparing to call the appropriate Regional Office, be prepared to supply the following information:

- a. Date and time of the accident
- b. Location of the accident
- c. Name of carrier(s) involved
- d. Number of persons killed
- e. Number of injured persons
- f. Total property damage estimate
- g. Number and type of vehicles involved in the accident

- h. Brief description of the accident
- i. Name of the person making the report
- j. Telephone number at which the person making the report can be reached

APPENDIX C

GUIDELINES FOR DETERMINING ACCIDENT PREVENTABILITY

This addendum is intended as a guide for use in determining whether an accident was preventable or non-preventable.

1. Interview the driver involved in accident.
 - a. What were the road conditions, weather conditions, lighting, speed limit, and so on?
 - b. Was the driver going too fast for weather and road conditions, was he or she exceeding the speed limit?
 - c. If defective equipment is alleged, investigate immediately.
 - d. Were any citations issued?
2. Study all written details and diagrams.
 - a. Obtain a copy of the police report(s).
 - b. Compare the facts between the accident report and the interview.
 - c. When did the accident occur?
 - d. How did the accident occur (facts of the accident)?
 - e. What was the damage?
3. Visit the accident scene if necessary.
 - a. Look for obstructions to visibility and traffic signs if any.
 - b. Look for any unusual conditions.
 - c. What was property damage?

APPENDIX D

REFERENCED DOCUMENTS

Document Title
<i>Federal Motor Carrier Safety Regulations, Title 49 - Transportation</i>

Copies of the above document can be obtained from the Massachusetts Motor Transportation Association, Incorporated, 14 New England Executive Park, Burlington MA 01803, (617) 270-6880; or from J. J. Keller and Associates, Incorporated, Neenah, Wisconsin 54957.

READER COMMENTS
Your comments and suggestions will help Standards and Methods Control improve their services and documents.

Did you request this document? _____ If so, did it arrive within a satisfactory period of time? _____ Please comment.

What are your impressions of this document? Consider format, organization, completeness, readability, and illustrations.

FOLD ON THIS LINE

Did you find technical or clerical errors in this document? If so, please specify the page number(s) and the error(s).

Are the instructions for the update package clear? _____
Was an index available? _____ If not, is one needed? _____
Do you have other suggestions for improving this document?

The following information is optional:

Name _____ Mailstop _____

Department _____ Node _____

Send your comments to JOKUR::PROJECTS, or fold, staple, and send this page through interoffice mail to:

READERS' COMMENTS
STANDARDS AND METHODS CONTROL
NRO4/D4